

October 22, 2007

**City of Milton-Freewater
City Council Minutes**

The Council of the City of Milton-Freewater met in regular session Monday, October 22, 2007 at 7:00 p.m. in the Albee Room of the Library.

The following members were present: Mayor Lewis Key, Councilors Orrin Lyon, Ed Chesnut, Keith Woods, Debbie Kelley, Steve Irving, Brad Humbert and Youth Councilor Patsy Sandoval.

Staff members present were City Manager Linda Hall, Administrative Assistant Teresa Dutcher, Public Works Superintendent Dave Bradshaw, Fire Chief Shane Garner, City Planner Gina Hartzheim and Electric Assistant Leanne Steadman.

Citizens in attendance were Merle Sherman, Bill Dufur, Connie Caplinger, Brian Steadman, Cheri Davis, Thomas Hogue, Ben Currin, Van Voorhies, Marge Roff, Umatilla County Commissioners Bill Hansell, Dennis Doherty and Larry Givens.

Press member present was Melanie Hall of the Valley Herald.

PRESENTATION: THOMAS HOGUE, ECONOMIC DEVELOPMENT PLANNING POLICY ANALYST, OREGON DEPARTMENT OF LAND USE AND CONSERVATION—ECONOMIC OPPORTUNITIES ANALYSIS—WHAT IS IT AND WHAT CAN IT DO FOR MILTON-FREEWATER? Thomas Hogue introduced himself and stated that his main role with the State of Oregon is to help small communities initiate, shape or steer their revitalization efforts. Specifically to discuss the Economic Opportunities Analysis or EOA. There are several goals and rules associated with this issue, one of which is economic development or Goal 9. This goal encourages or requires, depending upon the size of the city, a twenty-year supply of economic employment land suitable for the opportunities in our area. The process is called the “Economic Opportunities Analysis”. This is a four-step process. The first step is a review and analysis of economic trends that affect the region. This is a practical review of what is happening in our area. An area that seems to be from Pendleton, Oregon to Walla Walla, Washington. Questions to ask are: What opportunities are real in our area? What are we interested in working on? What can city leaders do to encourage those opportunities? Business expansion, recruitments or changes to restructure the economy. The second step is a consideration of employment uses. What kind of sites would an employer need to expand or relocate here? What does it take for a piece of dirt to be interesting to a potential employer? The third step is to determine what ground is available, and the fourth step is to determine what would have to be provided to attract potential employers. The process is a local process.

A discussion ensued.

City Manager Linda Hall asked Mr. Hogue to explain what the finished product would look like once our City had completed an Economic Opportunities Analysis, and also discuss funding opportunities. Mr. Hogue began with funding as he said this was grant

season in his department with the State of Oregon. There is a technical assistance grant available which is a competitive process. This is a small pot of money and there are many hands in the pot, but now is the time to apply for these funds. The State has made the commitment to make funds available to this area, but the application process is still necessary. The end product will address the four steps previously discussed. Typically, a group of people would work together to produce a finished report. The trend analysis would then look similar to an employment forecast. Mr. Hogue said he encouraged communities to work with the State forecasts, which would comply with Urban Growth Boundary (UGB) requirements. The final Economic Opportunities Analysis would discuss how much land is needed, the characteristics the land should have with maps, and if there is a UGB expansion then there is another set of products to go with that defined planning process. There will be updates to the comprehensive plan both text and map, and policies that will guide and be implemented so that councilors can review the work in progress.

A discussion ensued.

COMMUNITY GOVERNMENT ROUND TABLE DISCUSSION: CITY COUNCIL AND COUNTY COMMISSIONERS. City Manager Linda Hall thanked the Umatilla County Commissioners for attending the council meeting as this was at Council's invitation to discuss common issues. Ms. Hall stated the floor was open to discuss whatever issues come to mind as there is no agenda for this discussion.

Councilor Chesnut initiated a discussion regarding the Highway 11 Corridor Committee. Commissioner Hansell stated he had worked with Councilor Chesnut as the Chairman of the Umatilla County Budget Committee and now has the opportunity to serve with him as an elected official. Commissioner Givens said he would like the City to take a larger role in the Highway 11 committee. He added that he would like definitive answers to the questions, "What do we have?" and "Where do we want to go from here?" and then set goals on what is desired to achieve with both the City and the County. Commissioner Doherty began discussing an outline on land use planning and asked if council members had received this information. Ms. Hall said it was received at City Hall today and she had given a copy to each Councilor this evening, but council members have not had time to review the material.

Ms. Hall said the packet is a concept and basically a scope of work for an economic development strategy for growth and finding the City of Milton-Freewater's niche. Ms. Hall further said she felt the City was on the cusp of exciting times. Ms. Hall said she does not think it matters where we are on the boat, sort to speak, but ensure that the City is actually on the boat! The information provided by the County discusses funding, DLCD (Department of Land Conservation and Development) technical assistance grants. The County scope offers two options for strategy. One, the City and County could jointly pursue a project, and two, the City could move forward with a study similar to the City of Pendleton, followed by a County study after the City's study is complete. The two studies would then complement each other.

Councilor Woods asked if this study would eliminate the Highway 11 Corridor committee. Commissioner Doherty said that it could, but that the conceptual difference is that under the model presented, the City would be the lead, the City would apply for the DLCD

technical assistance grant, the City would compose its technical advisory committees, and the City would determine a policy body or steering committee and designate the members of that committee. Commissioner Doherty stated that Tamra Mabott, Director Umatilla County Resource Services & Development, designed the planning concept with a planning area from the Walla Walla River on the east side to the old highway on the west, and Highway 11 from Stateline on the north the southern Milton-Freewater Urban Growth Boundary on the south. This may be more complex than what Ms. Hall has suggested and can see benefits of narrowing the scope of this plan down. Once this portion of the process is completed, then the County could decide whether they wanted to do some further study using the same process for the rest of the same planning area as designated.

Commissioner Givens stated that his main concern with the Highway 11 committee was that he did not want the County pursuing something that was in opposition to goals set by the City.

Commissioner Hansell stated that the position of the County is to assist the City with their goals and objectives. Ms. Hall said Councilor Woods asked if this would take the place of the Highway 11 Advisory Committee, and Ms. Hall stated this was not her vision. She further said she felt there was still a need for that committee. Ms. Hall said she envisioned the EOA (Economic Opportunities Analysis) to encompass primarily the City's current boundaries and the existing UGB. To include Highway 11 seems to be jumping ahead of ourselves for now. What needs to be established is what the City currently has. The Highway 11 corridor will eventually associate itself with the City in future endeavors, but not a part of the City's current scope of work. Councilor Woods stated his concern was to bring in a consultant from Salem to inform the City what we should do. He said he thought it would be impossible for someone from Salem to truly understand our City's needs or goals. Ms. Hall said that Councilor Woods was absolutely correct, that she would not want to bring in a consultant from out of the area, but Mr. Hogue would only guide the City in the process which Ms. Hall said would be of great value. The core of the project, however, is locally driven.

Mayor Key stated he would, at the very least, include a narrow band of Highway 11 to be incorporated into the study because it really is part of the City of Milton-Freewater as far as traffic and people are concerned. Councilor Chesnut said he felt that if the EOA is only viewed as the City, then move onto the County later, it is only a reverse of what we did two months ago on the Highway 11 committee in that the County was viewed and then the City. "The two are not separate. They can't be!" Councilor Chesnut said he can appreciate the process of the EOA, but feels that even though the larger area is more complex, it should be studied as the City is a part of the local area. Ms. Hall said she did not want to imply that the studies would be separate, but was only thinking of the steps along the way, which one step is the industrial and commercial lands inventory, but this is only what is available in the current UGB. Council Chesnut said it is important to know what could reasonably be considered for an expansion of the current UGB. Councilor Woods asked what City's reserve lands existed. Ms. Hall stated the City does not currently have an urban reserve. Councilor Woods then said if we did have reserves, what would they be, and then ensure these were studied. Councilor Kelley said she would expect this to be a part of the study.

A discussion continued.

After a lengthy discussion between the City Council, City Manager and Umatilla County Commissioners, it was determined that it would be good to meet again.

Councilor Chesnut motioned to direct staff to apply for the DLCD technical assistance grant for the Economics Opportunities Analysis. Councilor Kelley seconded the motion which passed unanimously.

It was discussed and became the consensus of the Council to continue the Highway 11 committee, to have the City and the County to be in agreement, but that it was not the intent of the Council to have the City to take the lead on this committee.

Cheri Davis, Project Manager with Horizon Projects, stated she had resigned her position with the State, but said she was more than willing to help pull the Highway 11 committee together.

It was determined that the Highway 11 taskforce and the Economic Opportunities Analysis (EOA) can co-exist and that the EOA will actually include the findings of the Highway 11 taskforce. City Manager Linda Hall did, however, explain to the Council that she does not have the staff or funds to take on the enormity of the Highway 11 taskforce and be able to deliver fruition of this project in a timely manner. Ms. Hall further said she understood Council's desire to include our city, the current urban growth boundary plus the surrounding area that affects us. After consulting with staff, the scope of work will be presented on a future council agenda.

It was also determined to reconvene the Highway 11 steering committee.

Council adjourned for a break at 8:42 p.m. and returned to regular session at 8:48 p.m.

CONSENT CALENDAR ITEMS: The consent calendar items consist of minutes from the October 8, 2007 meeting. Councilor Chesnut asked for a correction on page 4 to reflect two different Councilors providing a motion. Ms. Hall said we would listen to the tape and make this correction. Councilor Chesnut motioned to approve the consent calendar with the correction. Councilor Humbert seconded the motion which passed unanimously.

NEW BUSINESS

APPROVAL OF EMERGENCY OPERATION PLAN. Fire Chief Shane Garner stated this plan has been a long time in coming. After joining the fire department, this was one of the first assignments Chief Garner said he had received—to write an emergency operation plan. Generally these plans are done county-wide, but not necessarily for a city the size of ours. The templates in the beginning did not work. The first plan was 200 pages plus and was not user friendly. This plan is concise and believed to be practical. After 9-1-1, the federal government passed rules stating emergency plans had to include

NIMS (National Incident Management System) or the Incident Command System which is an international response system. Chief Garner then went over some of the highlights of the plan.

Councilor Humbert asked about mutual aid agreements with the partners in the plan. Ms. Hall said the City has a good relationship with the partners in this plan. Councilor then asked about the distribution of the plan and the availability to the public. Councilor Humbert asked if there should be a public forum to educate the general public. City Manager Linda Hall stated this was very unusual for cities our size to have a plan and our city is ahead in developing a plan so soon. Ms. Hall further said there is a box with responsibilities by file, which will be in the EOC (Emergency Operation Center), and if there is anything large scale or catastrophic, the City will not be in charge except during the initial early hours. Later this winter it is planned to organize a table-top exercise bringing several entities to the table and brainstorm.

Councilor Chesnut asked about the succession of power during an emergency, that the language is not clear stating, "During the temporary absence or incapacity of the City Manager, the city Manager will appoint a designee to assume the role of City Manger." The language does further says, "He/She will develop a Succession of Powers list." Councilor Chesnut stated he would like to see the list. Ms. Hall said when the list is completed it will be approved by the Council. Since the list may change, Mayor Key suggested a review of the list annually.

Councilor Humbert motioned to adopt the City's Emergency Operation Plan with a review of the succession of powers list on an annual basis that the City Manager will provide the Council. Councilor Kelley seconded the motion which passed unanimously.

RESOLUTION NO. 2066 AMENDING GOLF COURSE RATE RESOLUTION TO INCLUDE A REDUCED WINTER RATE. Public Works Superintendent Dave Bradshaw stated there was some preview to this issue previously when Councilor Humbert mentioned the golf course meeting. After the meeting, Mr. Bradshaw said he met with Public Works Supervisor Tony Anfinson and Golf-pro Manager George Gillette and both recommended this action to promote play during the winter months. The recommendation is to reduce the rates for daily greens fees by half from November 1st through February 28th or 29th.

Councilor Woods asked if there were any other recommendations to increase play. Mr. Bradshaw said they had placed ads and Councilor Humbert added that the ads were very successful. Ms. Hall stated there were several ideas discussed in the very productive golf course meeting. Ms. Hall showed the City's brochure with a sample of Councilor Humbert's suggestion to place an insert that highlights the golf course, the aquatic center, Frazier farmstead, Yantis Park and the skate park. The design was done in-house so the cost is minimal and Community Development Supervisor Mike Watkins has already spoken with the hotels and they are happy to place these in every room.

Councilor Humbert briefly reviewed some of the issues discussed in the golf course meeting—the ad, the brochure, signage and the restaurant. There is no longer any alcohol

allowed on the course unless it is purchased in the restaurant as for the golf course to succeed, it needs the restaurant and for the restaurant to succeed, it needs the golf course.

Councilor Sandoval asked what would happen if someone did bring their own drinks to the golf course. Mr. Bradshaw said the goal is to educate not necessarily punish. Ms. Hall said golf course rules are enforced by marshals. The Golf-pro Shop Manager George Gillette assigns people to volunteer in that capacity. Marshals then drive around in one of the carts with a sign that says “marshal” and this helps keep the peace. Mr. Gillette has said that if a patron brings alcohol on the course a second time that he would confiscate the product and then return it to them when they leave the course.

Councilor Woods suggested the possibility of placing a coupon on the back of the insert for the brochure.

Councilor Chesnut motioned to adopt Resolution No. 2066 amending golf course rates to implement reduced winter greens fees. Councilor Kelley seconded the motion which passed unanimously.

DISCUSSION AND INFORMATION SHARING: ANNUAL LEAGUE OF OREGON CITIES CONFERENCE. Due to the late hour, this discussion was tabled for the next council meeting.

Mayor Key announced this was the opportunity for citizens to approach the Council with issues not on this agenda. None approached.

CITY MANAGER REPORT

Ms. Hall said November 12th falls on a holiday and wanted to ensure there would be a quorum on Tuesday, November 13th. Ms. Hall asked that council members email or call if you will be there.

COUNCIL ANNOUNCEMENTS

Councilor Chesnut said he met with Umatilla County Commissioner Bill Hansell and he had pressed for a reference of cities that have extended infrastructure into rural surrounding areas and Commissioner Hansell gave three examples. Pendleton, Pilot Rock and Weston which all have had or will have projects to extend water. Councilor Chesnut said he would like to have examples more in line with what our City is trying to do and will pursue this information.

Councilor Kelley said Mayor Key will be out of town for the Walla Walla Chamber dinner and asked that she attend in his place. She said she needs to request a ticket for that.

Councilor Lyon said he felt that council members as a whole should extend accommodations to the City power and public works and fire department for their exemplary service during the recent power outage.

Councilor Woods stated he had attended the ribbon-cutting ceremony for the Walla Walla Water Center.

There being no further business, the meeting was adjourned at 9:17 p.m.

Lewis S. Key, Mayor